



## EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS  
City of Minneapolis Human Resources Department  
250 South 4th Street, Room #100  
Minneapolis, MN 55415  
(612) 673-2282  
<http://www.minneapolismn.gov/jobs>

*Employment Opportunities as of Monday, December 28, 2015*

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2015-00470	Accountant II	Full-time	\$56,715.00 - \$78,390.00 annually	12/21/15	01/04/16

**Department:**

Finance & Property Services

**Position Description:**

There is currently one (1) full-time, exempt vacancy to be filled in the Finance & Property Services Department. Responsible for all aspects of the accounting function, including developing and maintaining Federal and City Accounts, budget assembly and analysis, closing fiscal month/year-end accounting records and internal audit functions.

2015-00353	Applications Analyst - BI Analyst	Full-time	\$62,970.00 - \$86,655.00 annually	12/24/15	01/15/16
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**Department:**

INFORMATION TECHNOLOGY

**Position Description:**

Analyst to join the Business Intelligence and Data Services Group to support the City's Financial reporting in Cognos. The position will be part of the Business Intelligence Group and will work on the support and advancement of Business Intelligence capabilities in the Enterprise utilizing multiple BI toolsets.

Salary listed is as of January 1, 2016.

AMENDED JOB POSTING - Minimum Experience has been updated since the October 2015 posting.

**ELIGIBLE LIST WILL EXPIRE THIRTY (30) DAYS AFTER BEING ESTABLISHED.**

2015-00438	Assessor I - AMENDED	Full-time	\$25.62 - \$33.38 hourly	12/07/15	12/31/15
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**Department:**

ASSESSOR

**Position Description:**

**This position has been amended to extend the posting through Thursday, December 31, 2015.**

There is currently one (1) full-time, non-exempt vacancy to be filled in the Assessor's Department to perform specialized and technical field and office work in the assessment of real estate properties.

The eligible list for this position will expire one month after it is established.

\*The salary schedule will increase each step by \$1.02 per hour for Accredited Minnesota Assessor designation (AMA) and \$2.19 per hour for Senior Accredited Minnesota Assessor (SAMA) designation or Certified Assessment Evaluator (CAE) designation of the International Association of Assessing Officers. In no event may an employee receive more than an additional total of \$2.19 per hour.

2015-00441	Assistant Superintendent of Water Distribution (Amended)	Full-time	\$81,253.00 - \$88,788.00 annually	12/11/15	01/08/16
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**Department:**

PW - WATER TREATMENT & DISTR.

**Position Description:**

**The application closing date has been extended to 1/8/16 11:59 P.M.**

Assist in managing and supervising the City's Water Distribution operations and maintenance activities, oversee staff in the Water Distribution unit to ensure conformity to acceptable standards and implementation of Department initiatives, and provide high level management of Meter Shop operations.

**Eligible list will expire two (2) months after being established**

2015-00437	Business Application Manager - Supervisory	Full-time	\$62,970.00 - \$86,655.00 annually	12/23/15	01/13/16
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**Department:**

PW - FLEET SERVICES

**Position Description:**

Function as a bridge between department operations and technology by responding to business needs and improving application processes.

**Eligible list will expire three (3) months after being established**

2015-00443	Communications Director (City Coordinator's Office)	Full-time	\$113,005.00 - \$133,960.00 annually	12/07/15	Continuous
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**Department:**

COMMUNICATIONS

**Position Description:**

The Communications Director directs the City's efforts to communicate City government news and information to the public. The Communications Director manages a staff that works strategically to provide information to a variety of internal and external audiences. The work includes: proactive and reactive media relations, strategic communications, internal communications, web and social media strategy, crisis communications, video production, government access TV channel management, graphic design and brand standards, employee training including communications skills instruction for City leadership and staff, and cable franchise management.

The City of Minneapolis is a City of the First Class with a Mayor-Council form of government. The Mayor and 13 City Council members from individual wards are elected for concurrent four-year terms. Charter department heads are nominated by the Mayor and appointed by the Executive Committee. Department heads can be reappointed. Administrative operations of the City are the responsibility of the City Coordinator who is appointed in the same manner. This complex organization has an annual budget of \$1.2 billion. Approximately 3,960 employees work for the City.

2015-00423	Coordinator Plans and Scheduling	Full-time	\$69,401.00 - \$75,836.00 annually	12/14/15	01/04/16
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**Department:**

PW - SANITARY SEWER

**Position Description:**

Coordinate planning and scheduling of maintenance, repair, rehabilitation, and operation activities of the sanitary and storm sewer systems for long term staffing and resource planning and allocation.

**Eligible list will expire six (6) months after being established**

2015-00414	Coordinator-Grants and Community Engagement	Full-time	\$62,866.00 - \$86,260.00 annually	12/07/15	12/28/15
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**Department:**

REGULATORY SERVICES

**Position Description:**

Provide Department-wide leadership on community engagement efforts, including special events and public meetings in the Regulatory Services Department and manage all departmental grant activity.

**ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS FROM THE DATE OF CERTIFICATION.**

2015-00436	Inspector Housing II	Full-time	\$24.52 - \$34.17 hourly	12/07/15	12/31/15
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**Department:**

REGULATORY SERVICES

**Position Description:**

**AMENDED** - Application period extended through December 31, 2015.

Respond to complaints for nuisance condition violations, interior and exterior structural complaints and inspect assigned buildings and premises for compliance with the Housing Maintenance Code, including the rental dwelling license ordinance and related ordinances.

**Eligible list will expire one (1) month from creation.**

2015-00456	Medical Assistant - School Based Clinics	Full-time	\$18.35 - \$25.89 hourly	12/23/15	01/08/16
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**Department:**

MINNEAPOLIS HEALTH DEPARTMENT

**Position Description:**

Perform a combination of administrative and routine clinical duties in support of School Based Clinic Program in Minneapolis Department of Health.

The purpose of this position is to provide clinical and clerical support to the school based clinics and to ensure customer service needs are met in a professional manner. This position also assists the Registered Nurse (RN), Nurse Practitioner (NP), MD, Nutritionist (RD), Health Educator (HE) and mental health staff with patient (customer) care as needed.

This fulltime, non-exempt position is supervised by the Nurse Practitioner assigned to the same clinic site. May have some day-to-day direction provided by the RN in the clinic if the NP is not on site daily.

**This list created from this exam will expire three (3) months after being established.**

2015-00411	Police Recruit	Full-time	\$26.97 - \$34.42 hourly	12/28/15	01/22/16
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**Department:**

Police Department

**Position Description:**

**It is critical that you are able to follow direction. Read this job posting in its entirety. If invited, all proof of P.O.S.T. eligibility will be collected at the fitness exam. Active and valid proof of P.O.S.T. eligibility paired with your government ID will be required for admission to the fitness exam. Candidates will not be allowed to test without those documents and will be removed from the process if they are not produced at the time of the fitness exam. Proof of P.O.S.T. eligibility must remain active and valid throughout the hiring process.**

A Minneapolis Police Officer interacts with citizens to identify and solve problems and keep their neighborhoods safe works various shifts and weekends, including holidays.

Candidates with no prior experience will start at the beginning salary. Candidates with prior law enforcement experience may be eligible to start higher in the salary range. **Candidates with prior law enforcement experience are encouraged to apply.**

**INFORMATION SESSION** (optional):

The Minneapolis Police Department has prepared a detailed information session which you are highly encouraged to attend. Attendance is optional for all applicants or potential applicants. Registration is NOT required. Each session will last up to 1.5 hours. We will highlight and discuss the following:

- Application process and educational requirements
- Fitness Exam details
- Background Investigation information
- Oral Exam expectations
- Medical, psychological, and drug & alcohol testing
- Recruit Academy

Date:

Tuesday, January 19, 2016 at 6pm

Location: Special Operation Center (SOC) 4119 DuPont Ave No, MN 55412.

Parking: Street parking is available or parking in the Church parking lot.

**ELIGIBLE LIST WILL EXPIRE SIX (6) MONTHS FROM THE DATE OF CERTIFICATION.**

2015-00394	Principal Professional Engineer-C	Full-time	\$84,809.00 - \$108,179.00 annually	12/08/15	01/08/16
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**Department:**

PW - Transportation Planning & Programming

**Position Description:**

Perform professional engineering work in managing, directing, and supervising engineering, transportation planning, project delivery and capital programming in a sub-division of the Public Works Department ensuring compliance with Federal, State and Local requirements.

The current vacancy is with the Public Works Transportation Planning and Programming Division. This position is responsible for transportation engineering and planning activities; will oversee development of the five year capital improvement program, development of capital improvement projects and asset management including coordination with other divisions and departments. This position will work directly with elected officials, other agencies and the community.

**The eligible list will expire upon hire.**

2015-00396	Senior Applications Analyst - PeopleSoft Financials Developer	Full-time	\$67,250.00 - \$92,558.00 annually	10/28/15	01/01/16
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**Department:**

INFORMATION TECHNOLOGY

**Position Description:**

**Salary note:** This position is subject to a market adjustment over and above the salary listed above. A market adjustment of up to \$25,000 may be considered depending on qualifications.

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments.

**The eligible list will expire one (1) month after being established.**